

CHAPTER 5

CONCLUSION & RECOMMENDATIONS

APPENDIX 2

LIST OF EQUIPMENT

1. Potting Machine
2. Tractor
3. Compressor
4. Diesel Engine
5. Sprayer
6. Sprinkles
7. Peatpots
8. Peat
9. Fertilizer
10. Plants
11. Polybags
12. Chemicals
13. Trays
14. Mould
15. Utensils, etc. - “cangkul” tools
16. Soil
17. Lorry and Van

MESRA HIJAU SDN. BHD.

APPRAISAL FORM

NAME :

DEPARTMENT:

a) **JOB PERFORMANCE FACTORS**

Factors	Points (1-10)
1. Quality of Work Output Consider the individual's quality of work in all respects. Is his workmanship good?	
2. Adequacy of Work Output Consider the extent to which the individual has fulfilled his key job functions	
3. Punctuality Consider the individual's ability to meet deadlines, appointments and commitments punctually	
4. Initiative Consider the extent to which the individual contributes towards ultimately improving quality of service or products. Does he introduce new ideas and methods? Does he look for opportunities to improve?	
5. Judgment and Decision Making Consider the individual's ability to reason and make decisions accordingly. Is he logical and objective? Does he have the confidence to decide? Are his priorities right?	
6. Development of Subordinates Consider the extent to which the individual has taken action to develop his subordinates. Does he ensure they are properly trained? Does he prepare them for promotion?	
7. Job knowledge and Application Consider the extent the individual knows the job and how he utilizes his knowledge and skills in performing it.	

B. INDIVIDUAL ATTRIBUTES

Factors	Points (1 -10)
1. Honesty, Integrity and Sincerity Consider the extent to which the individual maintains honesty, integrity and sincerity as important personal qualities. Does he admit mistakes? Does he practice these good qualities in his dealings with others? Is he a man of his word?	
2. Attitude Consider the individual's attitude towards his work, customers, teammates, Company, associates, outside parties and towards quality. Is his outlook positive? Is he considerate and helpful to others? Is he supportive of common goals?	
3. Leadership Consider the individual's ability in defining goals and mobilizing others to accomplish them. Is he able to inspire others positively? Is he a good example to others? Is his leadership in improving quality evident?	
4. Teamwork Consider the individual's role as a team player. Does he cooperate well with others to achieve common goals? Does he accommodate the views of others? Is he a good follower?	
5. Communication Skills Consider the individual's ability and willingness to communicate clearly and succinctly both orally and in writing. Is he good at determining the need and timing for communication with others?	

OTHERS

FACTORS	COMMENTS
C. OVERALL PERFORMANCE	
D. ENVIRONMENTAL CONSCIOUSNESS	
E. STRENGTH AND WEAKNESSES	
F. SPECIAL ACHIEVEMENTS	

RECOMENDATION

Increment based on :

$$\text{Performance rating} = \frac{\text{-----}}{120} \times 100$$

Additional points =----- (including suggestions scheme on environmental improvement points)

Total =----- Recommended Increment:-----

Recommended for promotion -----(yes) -----(No)

Recommended Training :

Appraisee's signature:

Date:

Appaiser's signature:

Date:

Guidelines:

Point ratings are between 1 to 10.

- 1= Very Bad -Do not comply
- 2= Very much below expectations
- 3=Below expectations
- 4=Just below expectations
- 5= Meeting the minimum expectations
- 6= A bit more than what is expected
- 7=Good service
- 8= Very Good service
- 9= Best service
- 10= Excellent Service

*To be promoted, employees must have ratings 7 and above

APPENDIX 4

SUGGESTION SCHEME SYSTEM MESRA HIJAU SDN. BHD.

Name>Nama:

Date/Tarikh

Designation/Jawatan:

Department/Jabatan

1. Subject/Subjek
2. Description of Current Situation
3. Environmental Impact
4. Proposed Suggestion/Cadangan (please provide a sketch in attachment sheets if required)
5. Benefits of Suggestion/Faedah Cadangan

Signature of suggestor